

DISASTER AND EMERGENCY PREPAREDNESS CHECKLIST

Facility _____ DVN _____ Date _____

- ☐ Facility has written Disaster and Emergency Plan

PLAN INCLUDES:

- ☐ Identification of staff responsible for implementing plan and ensuring safety of children
- ☐ Location of daily children's attendance records
- ☐ Location of emergency contact information for children
- ☐ Location of emergency supplies
- ☐ Local Emergency Contact Information, specific to facility location
 - ☐ Name, Address, and telephone number of facility
 - ☐ Emergency numbers
 - ☐ 911 (if available)
 - ☐ Fire Department
 - ☐ Police Department
 - ☐ Ambulance Service
 - ☐ Poison Control
 - ☐ Local Media, if available
 - ☐ Name and telephone number of the facility's principle place of business if operated at more than one location
 - ☐ Name and telephone number of the owner or manager of the building if not owned by facility
- ☐ Diagram that identifies exit routes from each area of the facility used for child care to a safe location outside the facility
- ☐ Diagram that identifies routes to safe location inside the facility

PLAN CONSIDERS:

- ☐ Ages of children
- ☐ Mental ability of children
- ☐ Types of services offered (non-ambulatory or overnight care)
- ☐ The need for on-going communication with other agencies providing services to children and with state and local disaster emergency management agencies

PLANS ARE INCLUDED FOR:

- ☐ Evacuation (fire, flood, chemical exposure, bomb threat, etc)
- ☐ Shelter in Place (tornado, earthquake, severe storm, etc)
- ☐ Utility Failure (power, water, etc)
- ☐ Missing Child (kidnapping, elopement)
- ☐ Lock-down (intruder, shooting, trespasser)
 - ☐ Alert method or code word for announcement made by director or designee
 - ☐ Designate where staff should keep children (in their rooms or other designated area)
 - ☐ Staff responsibility to account for all children and to ensure no one leaves the safe area until "all clear" is announced
- ☐ Evacuation from a Vehicle, if applicable (accident, flooded road, etc)
- ☐ Other Disasters Likely to Affect Area (discuss) _____

PROCEDURES INCLUDE, AT MINIMUM:

- ☐ Use of alarms
- ☐ Emergency call to 911 or fire department
- ☐ Isolation of fire, closing doors to fire area
- ☐ Evacuation of building
- ☐ Identify two (2) off-site locations as meeting places (location other than the facility)
- ☐ Plan for relocation of staff and children, including individuals with special needs, non-ambulatory children, and children who sleep overnight, if applicable, to the off-site location
- ☐ System of contact for parents of children (parent info available and method for contact to be made)
- ☐ Prior notification to parents of re-unification plan in the event of an evacuation

ACCESS TO EMERGENCY INFORMATION:

- ☐ A copy of the facility's disaster and emergency preparedness plan is readily available in the office area and in each room used for care of children
- ☐ Posted by phone:
 - ☐ Local Emergency Contact Information, specific to facility
 - ☐ Diagrams of evacuation routes (to locations outside and inside the building)
 - ☐ Special instructions for non-ambulatory children

DISASTER EMERGENCY RESPONSE DRILLS FOR STAFF AND CHILDREN:

- Must have on file documentation that, at least every three (3) months:
 - All staff and children at the facility have participated in a disaster or emergency preparedness drill based on the facility's plan (fire and tornado drills meet this requirement)
 - Staff will review:
 - Staff duties and responsibilities in an emergency
 - Disaster drill procedures
 - The use of and response to alarms
 - The use of fire extinguishers

(Facilities must complete and document drills as per rule 19 CSR 30-62.087.)

ADDITIONAL COMMENTS:

[illegible]